



**Planning & Development
Department**

**DEVELOPMENT MASTER PLAN &
MAJOR AMENDMENT**



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DEVELOPMENT MASTER PLAN & MAJOR AMENDMENT APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Project Name: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Requested Zone: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

FEES:

Development Master Plan (DMP)	\$5,000+\$500/sq. mile or portion thereof \$25,000 max fee
DMP Amendment	\$1,000+\$10/acre or portion thereof \$30,000 max fee
DMP Administrative Amendment	\$300+\$3/acre or portion thereof \$1,000 max fee

Applicant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisorial District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



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PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



SITE POSTING REQUIREMENTS

For Public Hearings

Required for Zone Changes, Development
Master Plans, Comprehensive Plan
Amendments, Special Use Permits, Major
Amendments, and Modification of Board of
Supervisor approved stipulations



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SITE POSTING INSTRUCTIONS



1. *Arizona State Statutes* requires that the site posting in the unincorporated county "be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way." A map designated the location of posting sites will be given to the applicant at the Technical Advisory Committee (TAC) meeting.
2. The signs must be erected prior to the due date for submitting a notarized Affidavit of Posting and photographs of the posting (see next page).
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice or see attached listing.
6. A notarized Affidavit of Posting and photographs of the posting must be filed with the Maricopa County Planning and Zoning Division by the applicable date indicated on the Filing Deadlines and Hearing Date Chart. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



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SIGN SPECIFICATIONS



1. The sign shall be a minimum of 3ft x 3ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

MARICOPA COUNTY

PUBLIC HEARING

PLANNING & ZONING COMMISSION: [Date]

BOARD OF SUPERVISORS: [Date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

LOCATION OF HEARINGS: 205 W. Jefferson Street
Phoenix, Arizona (BOS Auditorium)

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE:

CASE #:

APPLICANT/CONTACT:

PHONE #:

PLANNING & ZONING DIVISION: 602-506-1472

Pdplanner@mail.maricopa.gov

Posting Date: _____



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POSSIBLE SIGN VENDORS



This listing is not an endorsement. You may use any sign vendor.

1. Dynamite Signs
29040 N. 44th Street
Cave Creek, AZ 85331
480-585-3031
2. Epic Signs
844 E. Indian School Rd.
Phoenix, AZ 85014
602-264-5800
3. Thomas Reprographics
817 E. Indian School Road
Phoenix, AZ 85014
602-264-6871
4. Sign A Rama
5642 N. 51st Avenue
Glendale, AZ 85301
623-937-5900
5. Arizona Commercial Signs
4818 E. Winslow Street
Phoenix, AZ 85040
480-921-9900
6. Sign Scapes
17455 N. Black Canyon Highway
Phoenix, AZ 85023
602-863-7755
7. Fast Signs
2517 N. Central Avenue
Phoenix, AZ 85004
602-266-7446



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AFFIDAVIT OF POSTING



This form is used to ensure compliance with the posting requirements for zone changes, development master plans, comprehensive plan amendments, special use permits, major amendments, and modification of Board of Supervisor approved stipulations. For additional information, please call the Planning and Zoning Division at 602-506-1472 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet *Arizona State Statute*, the **applicant** for zoning hearings in Maricopa County shall post signs as prescribed by the "Maricopa County Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.**

I confirm that the site has been posted as detailed by the *Maricopa County Site Posting Requirements* as well as in accordance with Maricopa County Zoning Ordinance Article 304.2.2 and Arizona Revised Statute Title 11, Section 829C, for the case above. Photographs of the site postings are included with this affidavit.

Applicant's / Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

Notary Public _____

PLANNING DEPARTMENT USE ONLY:

CASE NUMBER: _____

PROJECT NAME: _____

DATE RECEIVED: _____